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ABSTRACT

This Ohio Competency Analysis Profile (OCAP), derived from a modified Developing a Curriculum (DACUM) process, is a comprehensive and verified employer competency list for a poultry producer program. It contains units (with or without subunits), competencies, and competency builders that identify the occupational, academic, and employability skills needed to enter this occupation. Within that outline are three levels of items: core, advancing, and futuring. Core items are essential to entry-level employment and are required to be taught and will be the basis for questions on the state vocational competency tests. Advancing items are needed to advance in a given occupation. Futuring items are needed to enter and remain in a given occupation 3 to 4 years from now. This OCAP contains nine units: (1) general safety precautions; (2) marketing; (3) waste handling and disposal; (4) business management; (5) poultry management; (6) nutrition, feeds, and feeding; (7) flock health; (8) agricultural mechanics; and (9) employability skills. (YLB)

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OCAP

OHIO'S COMPETENCY ANALYSIS PROFILE

POULTRY PRODUCER

Employer Verification Panel

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Ohio's Future at Work

Division of Vocational and Career Education
Ohio Department of Education

Vocational Instructional Materials Laboratory
Center on Education and Training for Employment
THE OHIO STATE UNIVERSITY

What is OCAP?

"A comprehensive and verified employer competency list will be developed and kept current for each program." This is the second objective of Imperative 3 of the *Action Plan for Accelerating the Modernization of Vocational Education: Ohio's Future at Work*. Ohio's Competency Analysis Profile (OCAP) lists are the Division of Vocational and Career Education's response to that objective. OCAP lists evolve from a modified DACUM process involving business, industry, labor, and community agency representatives from throughout Ohio. The OCAP process is directed by the Vocational Instructional Materials Laboratory at The Ohio State University's Center on Education and Training for Employment.

How is OCAP used?

Each OCAP contains units (with and without subunits), competencies, and competency builders that identify the occupational, academic, and employability skills needed to enter a given occupation or occupational area. Within that outline there are three levels of items: core, advancing, and futuring. Core items are essential to entry-level employment. These items are required to be taught and will be the basis for questions on the state vocational competency tests (scheduled to begin in FY93). Advancing items (marked with one asterisk) are needed to advance in a given occupation. Futuring items (marked with two asterisks) are needed to enter and remain in a given occupation three to four years from now.

Districts may add as many units, subunits, competencies, and competency builders as desired to reflect local employment needs, trends, and specialties. Local advisory committees should be actively involved in the identification and verification of additional items. Using OCAP lists, instructors will be able to formulate their courses of study and monitor competency gains via the new competency testing program.

The **Employability Skills** portion of this list was verified by the following employer panel:

Gary J. Corrigan, *Dana Corporation*, Ottawa Lake, Michigan
David Crooks, *Bowling Green State University Union Food Service*, Bowling Green, Ohio
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Ronald Simmons, *Former GM Executive*, Warren Ohio

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OHIO COMPETENCY ANALYSIS PROFILE

POULTRY PRODUCER

UNIT 1: General Safety Precautions

COMPETENCY 1.0.1: Maintain safe work environment

COMPETENCY BUILDERS:

1.0.1.1 Read and follow safety information
1.0.1.2 Maintain clean and safe work area
1.0.1.3 Determine when work conditions are unsafe
1.0.1.4 Identify and correct safety hazards
1.0.1.5 Install and maintain safety devices
1.0.1.6 Identify situations that call for ventilated work areas
1.0.1.7 Store hazardous materials
1.0.1.8 Know when to call government agencies for clean up and disposal of hazardous materials*

COMPETENCY 1.0.2: Apply safe work habits

COMPETENCY BUILDERS:

1.0.2.1 Wear protective clothing and equipment
1.0.2.2 Use safe lifting and carrying methods
1.0.2.3 Administer minor emergency first aid
1.0.2.4 Follow safety directions on hazardous material labels
1.0.2.5 Use fire extinguishers
1.0.2.6 Handle compressed gases
1.0.2.7 Maintain and use slow-moving vehicle signs when operating vehicles on the road
1.0.2.8 Keep riders off tractors
1.0.2.9 Use safe poultry handling practices
1.0.2.10 Recognize symptoms of chemical injury or poisoning*

COMPETENCY 1.0.3: Operate and maintain equipment

COMPETENCY BUILDERS:

1.0.3.1 Follow safety rules for equipment operation and maintenance
1.0.3.2 Operate equipment defensively
1.0.3.3 Maintain safety shields on all equipment
1.0.3.4 Shut down power equipment before servicing
1.0.3.5 Follow manufacturer's service recommendations

* Advancing
** Futuring

UNIT 2: Marketing

COMPETENCY 2.0.1: Analyze market

COMPETENCY BUILDERS:

2.0.1.1 Identify information sources
2.0.1.2 Define market cycles
2.0.1.3 Evaluate effect of market grades on market prices
2.0.1.4 Calculate expected returns and profits
2.0.1.5 Evaluate niche marketing
2.0.1.6 Interpret market reports*

COMPETENCY 2.0.2: Market products

COMPETENCY BUILDERS:

2.0.2.1 Secure contract to grow broilers
2.0.2.2 Secure contract to produce eggs
2.0.2.3 Secure contract to grow turkeys or procure poults
2.0.2.4 Chelate eggs to block cholesterol absorption
2.0.2.5 Develop fast-food turkey market**

COMPETENCY 2.0.3: Ship products

COMPETENCY BUILDERS:

2.0.3.1 Follow general safety precautions
2.0.3.2 Verify weights and prices on sales ticket

UNIT 3: Waste Handling and Disposal

COMPETENCY 3.0.1: Operate and maintain waste handling and disposal system

COMPETENCY BUILDERS:

3.0.1.1 Follow general safety precautions
3.0.1.2 Operate and maintain equipment
3.0.1.3 Follow local, state, and federal legislation*
3.0.1.4 Manage nutrient value of manure*

* Advancing
** Futuring

COMPETENCY 3.0.2: Handle and dispose of waste

COMPETENCY BUILDERS:

3.0.2.1 Follow general safety precautions
3.0.2.2 Control runoff from housing quarters
3.0.2.3 Dispose of dead birds
3.0.2.4 Remove all litter when needed
3.0.2.5 Remove wet litter from house
3.0.2.6 Dispose of manure and used litter
3.0.2.7 Follow local, state, and federal legislation*
3.0.2.8 Composte poultry waste**
3.0.2.9 Fuel generation from poultry waste**
3.0.2.10 Increase regulation of waste spreading**

UNIT 4: Business Management

COMPETENCY 4.0.1: Perform general office work

COMPETENCY BUILDERS:

4.0.1.1 Process incoming and outgoing mail
4.0.1.2 File materials
4.0.1.3 Schedule and hold appointments
4.0.1.4 Meet with people
4.0.1.5 Use telephone
4.0.1.6 Use two-way radio
4.0.1.7 Write correspondence*
4.0.1.8 Operate computer*

COMPETENCY 4.0.2: Inventory business

COMPETENCY BUILDERS:

4.0.2.1 Use inventory system
4.0.2.2 Inventory structures, facilities, equipment, poultry, feed, and supplies
4.0.2.3 Determine volume or capacity of storage facilities
4.0.2.4 Categorize inventory items as current or intermediate*

* Advancing
** Futuring

COMPETENCY 4.0.3: Supervise and manage labor*

COMPETENCY BUILDERS:

4.0.3.1 Determine amount of labor needed*
4.0.3.2 Evaluate hiring labor versus contracting services*
4.0.3.3 Prepare for periods of peak work loads*
4.0.3.4 Maintain clean, safe working environment*
4.0.3.5 Follow pay scale, benefits, and incentives*
4.0.3.6 Hire workers*
4.0.3.7 Plan work schedules*
4.0.3.8 Train workers*
4.0.3.9 Evaluate worker performance*
4.0.3.10 Follow job termination procedures*

COMPETENCY 4.0.4: Maintain supplies

COMPETENCY BUILDERS:

4.0.4.1 Regulate storage facility environment
4.0.4.2 Maintain adequate inventory levels*
4.0.4.3 Compare costs and quality of supplies from different sources*
4.0.4.4 Purchase needed supplies*

COMPETENCY 4.0.5: Complete financial and tax records

COMPETENCY BUILDERS:

4.0.5.1 Maintain record-keeping system
4.0.5.2 Record receipts and expenses
4.0.5.3 Maintain poultry and crop enterprise records*
4.0.5.4 Identify accounts payable and receivable record*
4.0.5.5 Evaluate cash versus accrual reporting methods*
4.0.5.6 Maintain payroll records*

COMPETENCY 4.0.6: Complete general and production records

COMPETENCY BUILDERS:

4.0.6.1 Maintain inventory records
4.0.6.2 Maintain labor records
4.0.6.3 Maintain poultry production records
4.0.6.4 Maintain accident records
4.0.6.5 Maintain equipment service records
4.0.6.6 Maintain health records
4.0.6.7 Maintain feed records
4.0.6.8 Record daily water consumption
4.0.6.9 Record bird mortality daily

* Advancing
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COMPETENCY 4.0.7: Summarize and analyze business records

COMPETENCY BUILDERS:

4.0.7.1 Determine net income and profit
4.0.7.2 Calculate efficiency factors*
4.0.7.3 Calculate family labor and management income*
4.0.7.4 Analyze and compare use of capital with standards for similar farms*
4.0.7.5 Prepare income statement*
4.0.7.6 Calculate and record net worth*
4.0.7.7 Determine effectiveness of management practices*
4.0.7.8 Increased use of computer**

COMPETENCY 4.0.8: Finance business

COMPETENCY BUILDERS:

4.0.8.1 Establish budget
4.0.8.2 Evaluate risks of using borrowed capital
4.0.8.3 Identify credit sources
4.0.8.4 Evaluate loan repayment terms and conditions
4.0.8.5 Select credit source
4.0.8.6 Calculate loan cost
4.0.8.7 Fill out loan application
4.0.8.8 Make loan payments
4.0.8.9 Identify credit strengths and weaknesses*
4.0.8.10 Develop cash flow projections*
4.0.8.11 Identify factors influencing credit ratings*
4.0.8.12 Plan one-year, intermediate, and long-term credit needs*

COMPETENCY 4.0.9: Manage equipment program*

COMPETENCY BUILDERS:

4.0.9.1 Determine equipment needs*
4.0.9.2 Determine whether to repair or replace equipment*
4.0.9.3 Estimate returns expected from equipment expenses*
4.0.9.4 Evaluate joint ownership of equipment*

COMPETENCY 4.0.10: Purchase poultry

COMPETENCY BUILDERS:

4.0.10.1 Determine types and amounts of poultry
4.0.10.2 Identify purchase sources
4.0.10.3 Influence or control sex of semen or eggs**

* Advancing
** Futuring

COMPETENCY 4.0.11: Enter, establish, and expand business*

COMPETENCY BUILDERS:

4.0.11.1 Establish farm family goals*
4.0.11.2 Evaluate costs and returns for various enterprises*
4.0.11.3 Evaluate options of sole proprietorship, corporation, or partnership*
4.0.11.4 Decide whether to specialize or diversify*
4.0.11.5 Develop plan for adjusting management practices*
4.0.11.6 Determine when to secure professional help*
4.0.11.7 Establish land use plan*

UNIT 5: Poultry Management

COMPETENCY 5.0.1: Provide physical needs

COMPETENCY BUILDERS:

5.0.1.1 Prepare feeding equipment
5.0.1.2 Prepare watering equipment
5.0.1.3 Prepare brooding equipment
5.0.1.4 Ensure adequate water supply
5.0.1.5 Supply litter
5.0.1.6 Prepare ventilation equipment

COMPETENCY 5.0.2: Prepare housing

COMPETENCY BUILDERS:

5.0.2.1 Select housing for new flock
5.0.2.2 Clean and disinfect walls, ceilings, and equipment
5.0.2.3 Clean and check medicator
5.0.2.4 Clean feed bins
5.0.2.5 Spread litter
5.0.2.6 Prepare brooders for reuse
5.0.2.7 Light and adjust brooders
5.0.2.8 Monitor stove and room temperature
5.0.2.9 Install brooder guards for young birds
5.0.2.10 Locate and hang curtains for partial house brooding
5.0.2.11 Prepare automatic feeders
5.0.2.12 Set up temporary feeders and waterers for young birds
5.0.2.13 Adjust feeders and waterers
5.0.2.14 Put out feed and water

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** Futuring

COMPETENCY 5.0.3: Care for birds

COMPETENCY BUILDERS:

5.0.3.1 Cull birds
5.0.3.2 Provide clean water and feed
5.0.3.3 Provide adequate water and feed space
5.0.3.4 Provide acceptable litter conditions
5.0.3.5 Provide vitamins and medication
5.0.3.6 Trim beaks*
5.0.3.7 Control housing environment with computer**

COMPETENCY 5.0.4: Prepare for bird removal

COMPETENCY BUILDERS:

5.0.4.1 Dismantle and move equipment out of way of catching crew
5.0.4.2 Prevent birds from piling up and smothering while catching crew is working

COMPETENCY 5.0.5: Care for eggs

COMPETENCY BUILDERS:

5.0.5.1 Adjust temperature and humidity in egg storage room
5.0.5.2 Gather eggs
5.0.5.3 Remove cracked eggs and leakers
5.0.5.4 Wash soiled eggs
5.0.5.5 Refrigerate eggs
5.0.5.6 Case or rack eggs
5.0.5.7 Candle eggs*
5.0.5.8 Grade eggs*

UNIT 6: Nutrition, Feeds, and Feeding

COMPETENCY 6.0.1: Determine nutritive value of feedstuffs

COMPETENCY BUILDERS:

6.0.1.1 Classify feeds according to major nutrient groups
6.0.1.2 Identify factors influencing feedstuff quality
6.0.1.3 Interpret feed tags and labels
6.0.1.4 Interpret nutrient requirement tables

* Advancing
** Futuring

COMPETENCY 6.0.2: Feed birds

COMPETENCY BUILDERS:

6.0.2.1 Follow general safety precautions
6.0.2.2 Follow feed-handling guidelines
6.0.2.3 Control waste feed
6.0.2.4 Remove spoiled feedstuffs
6.0.2.5 Observe birds for appetite loss
6.0.2.6 Clean and maintain equipment
6.0.2.7 Grind and mix feed*
6.0.2.8 Prepare mineral mixes*
6.0.2.9 Follow feed additive mixing regulations*
6.0.2.10 Continue trend to promote increased rate of gain for birds**

UNIT 7: Flock Health

COMPETENCY 7.0.1: Monitor health

COMPETENCY BUILDERS:

7.0.1.1 Follow general safety precautions
7.0.1.2 Follow health program
7.0.1.3 Evaluate condition of poultry*
7.0.1.4 Identify symptoms of nutritional imbalance*
7.0.1.5 Recognize symptoms of common poultry diseases*
7.0.1.6 Evaluate methods of treating various diseases*
7.0.1.7 Determine when to call veterinarian*
7.0.1.8 Necropsy birds*

COMPETENCY 7.0.2: Follow sanitation program

COMPETENCY BUILDERS:

7.0.2.1 Follow general safety precautions
7.0.2.2 Identify sanitation problems
7.0.2.3 Disinfect buildings and equipment
7.0.2.4 Keep poultry houses and premises free of houseflies
7.0.2.5 Install disinfectant foot bath
7.0.2.6 Recognize insect pests*
7.0.2.7 Select cleaning chemicals and equipment*
7.0.2.8 Control human traffic*

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COMPETENCY 7.0.3: Follow parasite control program

COMPETENCY BUILDERS:

7.0.3.1 Follow general safety precautions
7.0.3.2 Prevent parasite outbreaks
7.0.3.3 Keep birds free of external parasites
7.0.3.4 Record medication treatments
7.0.3.5 Identify common internal and external parasites and their symptoms*
7.0.3.6 Select materials to control parasites*
7.0.3.7 Apply pesticides*

COMPETENCY 7.0.4: Treat minor health problems

COMPETENCY BUILDERS:

7.0.4.1 Follow general safety precautions
7.0.4.2 Record medication treatments
7.0.4.3 Consider human safety in administering drugs
7.0.4.4 Identify types of injections and procedures*
7.0.4.5 Administer medications and antibiotics*

COMPETENCY 7.0.5: Control pests

COMPETENCY BUILDERS:

7.0.5.1 Recognize signs of rodents
7.0.5.2 Administer rodent control measures
7.0.5.3 Prevent wild birds from entering house
7.0.5.4 Recognize insect pests
7.0.5.5 Control insect pests

COMPETENCY 7.0.6: Control bacterial, viral, and fungal diseases*

COMPETENCY BUILDERS:

7.0.6.1 Follow general safety precautions*
7.0.6.2 Identify common disease symptoms*
7.0.6.3 Follow vaccination program*
7.0.6.4 Regulate air movement and temperature in facilities*
7.0.6.5 Administer time-release medications*
7.0.6.6 Use specific prescription drugs**
7.0.6.7 Increase availability of drugs for diseases currently having no drug of choice**

* Advancing
** Futuring

COMPETENCY 7.0.7: Manage medications and chemicals*

COMPETENCY BUILDERS:

7.0.7.1 Follow general safety precautions*
7.0.7.2 Store properly labeled medications and chemicals*
7.0.7.3 Dispose of unused or outdated medications and chemicals*
7.0.7.4 Maintain inventory-and-use record*
7.0.7.5 Follow government regulations*

UNIT 8: Agricultural Mechanics

COMPETENCY 8.0.1: Service belt and drive chain assemblies

COMPETENCY BUILDERS:

8.0.1.1 Follow general safety precautions
8.0.1.2 Replace belts
8.0.1.3 Maintain gear drives
8.0.1.4 Clean sprockets, chains, and gears
8.0.1.5 Replace gears
8.0.1.6 Replace and adjust chains
8.0.1.7 Replace pulleys
8.0.1.8 Replace rollers
8.0.1.9 Clean and lubricate drive parts
8.0.1.10 Recognize malfunctions
8.0.1.11 Follow general preventive maintenance program
8.0.1.12 Troubleshoot problems*

COMPETENCY 8.0.2: Repair and service wheels and tires

COMPETENCY BUILDERS:

8.0.2.1 Follow general safety precautions
8.0.2.2 Check tire pressure
8.0.2.3 Check and tighten lug nuts
8.0.2.4 Replace implement wheels
8.0.2.5 Service wheel-bearing assembly*

COMPETENCY 8.0.3: Service hydraulic systems

COMPETENCY BUILDERS:

8.0.3.1 Follow general safety precautions
8.0.3.2 Check and add oil
8.0.3.3 Check gauges each operation
8.0.3.4 Replace oil filter
8.0.3.5 Recognize malfunctions
8.0.3.6 Bleed air from system*
8.0.3.7 Drain, clean, flush, and refill hydraulic system*

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COMPETENCY 8.0.4: Hitch equipment to power units

COMPETENCY BUILDERS:

8.0.4.1 Follow general safety precautions
8.0.4.2 Connect front-end operated equipment
8.0.4.3 Connect 3-point hitch equipment
8.0.4.4 Attach and detach PTO equipment
8.0.4.5 Hitch towed equipment
8.0.4.6 Connect hydraulic systems and equipment
8.0.4.7 Connect electrical hookups
8.0.4.8 Connect safety chains

COMPETENCY 8.0.5: Operate equipment and vehicles

COMPETENCY BUILDERS:

8.0.5.1 Follow general safety precautions
8.0.5.2 Refuel power units
8.0.5.3 Add wheel and front-end weights
8.0.5.4 Start engine
8.0.5.5 Read equipment gauges
8.0.5.6 Operate equipment and vehicles under work conditions and in public roads according to certification standards
8.0.5.7 Use hand operating signals
8.0.5.8 Adjust equipment and vehicles

COMPETENCY 8.0.6: Operate materials handling equipment

COMPETENCY BUILDERS:

8.0.6.1 Follow general safety precautions
8.0.6.2 Identify equipment
8.0.6.3 Adjust equipment

COMPETENCY 8.0.7: Clean and store equipment

COMPETENCY BUILDERS:

8.0.7.1 Follow general safety precautions
8.0.7.2 Remove debris from equipment
8.0.7.3 Steam or high-pressure wash equipment
8.0.7.4 Protect equipment from weather
8.0.7.5 Lubricate for storage

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COMPETENCY 8.0.8: Install and maintain electrical systems

COMPETENCY BUILDERS:

8.0.8.1 Follow general safety precautions
8.0.8.2 Read electric meter
8.0.8.3 Replace circuit breakers and fuses
8.0.8.4 Repair and replace electrical cord
8.0.8.5 Clean and lubricate motors
8.0.8.6 Recognize malfunctions
8.0.8.7 Read and set electrical timers
8.0.8.8 Connect and disconnect alternative power sources*
8.0.8.9 Select and use tools, measuring devices, and other equipment*
8.0.8.10 Wire electrical circuits*
8.0.8.11 Replace lighting fixtures*
8.0.8.12 Maintain records of electrical maintenance*
8.0.8.13 Install and maintain electric motors on structure*
8.0.8.14 Troubleshoot problems*

COMPETENCY 8.0.9: Install and maintain water systems

COMPETENCY BUILDERS:

8.0.9.1 Follow general safety precautions
8.0.9.2 Cut and fit pipe or tubing
8.0.9.3 Thread metal pipe
8.0.9.4 Install and repair pipe and pipe fittings
8.0.9.5 Determine tools and equipment needed
8.0.9.6 Select pipe, pipe fittings, insulation, and plumbing fixtures
8.0.9.7 Determine cost of materials
8.0.9.8 Install and repair valves and faucets
8.0.9.9 Install insulation and filter
8.0.9.10 Recognize malfunctions
8.0.9.11 Read and interpret water meter readings
8.0.9.12 Plan system*
8.0.9.13 Troubleshoot problems*
8.0.9.14 Troubleshoot and maintain automatic waterers*

* Advancing
** Futuring

COMPETENCY 8.0.10: Use and maintain hand and power tools

COMPETENCY BUILDERS:

8.0.10.1 Follow general safety precautions
8.0.10.2 Identify tools
8.0.10.3 Select tools
8.0.10.4 Follow operation instructions
8.0.10.5 Set up and adjust tools
8.0.10.6 Clean and lubricate tools
8.0.10.7 Store tools
8.0.10.8 Recondition tools*

COMPETENCY 8.0.11: Fabricate with metal

COMPETENCY BUILDERS:

8.0.11.1 Follow general safety precautions
8.0.11.2 Punch and drill metal
8.0.11.3 Cut metal
8.0.11.4 Select thread and size for tap or die
8.0.11.5 Grind metal
8.0.11.6 Store metal
8.0.11.7 Join metal with pop rivets
8.0.11.8 Attach hardware to sheet metal*

COMPETENCY 8.0.12: Solder

COMPETENCY BUILDERS:

8.0.12.1 Follow general safety precautions
8.0.12.2 Select soldering method
8.0.12.3 Select tools
8.0.12.4 Select flux
8.0.12.5 Select solder
8.0.12.6 Prepare surfaces
8.0.12.7 Apply solder
8.0.12.8 Clean equipment

* Advancing
** Futuring

COMPETENCY 8.0.13: Apply protective coatings

COMPETENCY BUILDERS:

8.0.13.1 Follow general safety precautions
8.0.13.2 Determine type of coating
8.0.13.3 Select and use application tools
8.0.13.4 Use steam cleaner and pressure washer
8.0.13.5 Sand surface
8.0.13.6 Apply masking tape
8.0.13.7 Mix thinner
8.0.13.8 Apply primer coat
8.0.13.9 Apply finish coat
8.0.13.10 Use paint and varnish remover

COMPETENCY 8.0.14: Operate and maintain brooding equipment

COMPETENCY BUILDERS:

8.0.14.1 Maintain correct brooder temperature
8.0.14.2 Clean brooder filters
8.0.14.3 Check for efficient flame (blue) characteristics
8.0.14.4 Check for gas leaks

COMPETENCY 8.0.15: Operate and maintain environmental controls

COMPETENCY BUILDERS:

8.0.15.1 Maintain correct house temperature
8.0.15.2 Clean air inlets
8.0.15.3 Test alarm system
8.0.15.4 Provide proper ventilation*
8.0.15.5 Inspect buildings for unwanted air infiltration*
8.0.15.6 Adjust supplemental (evaporative) cooling system*
8.0.15.7 Provide proper lighting*

COMPETENCY 8.0.16: Maintain grounds around buildings

COMPETENCY BUILDERS:

8.0.16.1 Maintain driveways
8.0.16.2 Maintain all-weather road
8.0.16.3 Clean drainage ditches
8.0.16.4 Maintain drainage ditches
8.0.16.5 Mow grass and weeds
8.0.16.6 Apply chemical weed control

* Advancing
** Futuring

UNIT 9: Employability Skills

SUBUNIT 9.1: Career Development

COMPETENCY 9.1.1: Investigate career options

COMPETENCY BUILDERS:

9.1.1.1 Determine interests and aptitudes
9.1.1.2 Identify career options
9.1.1.3 Research occupations matching interests and aptitudes
9.1.1.4 Select career(s) that best match(es) interests and aptitudes
9.1.1.5 Identify advantages and disadvantages of career options, including nontraditional careers
9.1.1.6 Assess differences in wages, annual incomes, and job opportunities based on geographic location
9.1.1.7 Develop a career plan

COMPETENCY 9.1.2: Analyze potential barriers to employment

COMPETENCY BUILDERS:

9.1.2.1 Identify common barriers to employment
9.1.2.2 Develop strategies to overcome employment barriers

UNIT 9: Employability Skills

SUBUNIT 9.2: Decision Making and Problem Solving

COMPETENCY 9.2.1: Apply decision-making techniques in the workplace

COMPETENCY BUILDERS:

9.2.1.1 Identify the decision to be made
9.2.1.2 Compare alternatives
9.2.1.3 Determine consequences of each alternative
9.2.1.4 Make decisions based on values and goals
9.2.1.5 Evaluate the decision made

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COMPETENCY 9.2.2: Apply problem-solving techniques in the workplace

COMPETENCY BUILDERS:

9.2.2.1 Diagnose the problem and its causes
9.2.2.2 Identify alternatives and their consequences in relation to the problem
9.2.2.3 Examine multicultural and nonsexist dimensions of problem solving
9.2.2.4 Utilize resources to explore possible solutions to the problem
9.2.2.5 Compare and contrast the advantages and disadvantages of each solution
9.2.2.6 Determine appropriate action
9.2.2.7 Evaluate results

UNIT 9: Employability Skills

SUBUNIT 9.3: Work Ethic

COMPETENCY 9.3.1: Evaluate the relationship of self-esteem to work ethic

COMPETENCY BUILDERS:

9.3.1.1 Identify special characteristics and abilities in self and others
9.3.1.2 Identify internal and external factors that affect self-esteem

COMPETENCY 9.3.2: Analyze the relationship of personal values and goals to work ethic both in and out of the workplace

COMPETENCY BUILDERS:

9.3.2.1 Distinguish between values and goals
9.3.2.2 Determine the importance of values and goals
9.3.2.3 Evaluate how values affect goals
9.3.2.4 Identify short-term and long-term goals
9.3.2.5 Prioritize personal goals
9.3.2.6 Describe how personal values are reflected in work ethic
9.3.2.7 Describe how interactions in the workplace affect personal work ethic
9.3.2.8 Examine how life changes affect personal work ethic

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COMPETENCY 9.3.3: Demonstrate work ethic

COMPETENCY BUILDERS:

9.3.3.1 Examine factors that influence work ethic
9.3.3.2 Exhibit characteristics that reflect an appropriate work ethic

UNIT 9: Employability Skills

SUBUNIT 9.4: Job-Seeking Skills

COMPETENCY 9.4.1: Prepare for employment

COMPETENCY BUILDERS:

9.4.1.1 Identify traditional and nontraditional employment sources
9.4.1.2 Utilize employment sources
9.4.1.3 Research job opportunities, including nontraditional careers
9.4.1.4 Interpret equal employment opportunity laws
9.4.1.5 Explain the critical importance of personal appearance, hygiene, and demeanor throughout the employment process
9.4.1.6 Prepare for generic employment tests and those specific to an occupation/organization

COMPETENCY 9.4.2: Design a résumé

COMPETENCY BUILDERS:

9.4.2.1 Identify personal strengths and weaknesses
9.4.2.2 List skills and/or abilities, career objective(s), accomplishments/achievements, educational background, and work experience
9.4.2.3 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
9.4.2.4 Complete résumé using various formats
9.4.2.5 Secure references

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COMPETENCY 9.4.3: Complete and process job application forms

COMPETENCY BUILDERS:

9.4.3.1 Explain the importance of an application form
9.4.3.2 Identify ways to obtain job application forms
9.4.3.3 Describe methods for handling illegal questions on job application forms
9.4.3.4 Demonstrate legible written communications skills using correct grammar, spelling, and concise wording
9.4.3.5 Return application to proper person, request interview, and follow up

COMPETENCY 9.4.4: Demonstrate interviewing skills

COMPETENCY BUILDERS

9.4.4.1 Investigate interview environment and procedures
9.4.4.2 Explain the critical importance of personal appearance, hygiene, and demeanor
9.4.4.3 Demonstrate question and answer techniques
9.4.4.4 Demonstrate methods for handling difficult and/or illegal interview questions

COMPETENCY 9.4.5: Secure employment

COMPETENCY BUILDERS:

9.4.5.1 Identify present and future employment opportunities within an occupation/organization
9.4.5.2 Research the organization/company
9.4.5.3 Use follow-up techniques to enhance employment potential
9.4.5.4 Compare and evaluate job offers

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UNIT 9: Employability Skills

SUBUNIT 9.5: Job Retention Skills

COMPETENCY 9.5.1: Analyze the organizational structure of the workplace

COMPETENCY BUILDERS:

9.5.1.1 Identify and evaluate employer expectations regarding job performance, work habits, attitudes, personal appearance, and hygiene
9.5.1.2 Be aware of and obey all company policies and procedures
9.5.1.3 Examine the role/relationship between employee and employer
9.5.1.4 Recognize opportunities for advancement and reasons for termination

COMPETENCY 9.5.2: Maintain positive relations with others

COMPETENCY BUILDERS:

9.5.2.1 Exhibit appropriate work habits and attitude
9.5.2.2 Identify behaviors to establish successful working relationships
9.5.2.3 Cooperate and compromise through teamwork and group participation
9.5.2.4 Identify alternatives for dealing with harassment, bias, and discrimination based on race, color, national origin, sex, religion, handicap, or age

UNIT 9: Employability Skills

SUBUNIT 9.6: Job Advancement

COMPETENCY 9.6.1: Analyze opportunities for personal and career growth

COMPETENCY BUILDERS:

9.6.1.1 Determine opportunities within an occupation/organization
9.6.1.2 Compare and contrast other opportunities
9.6.1.3 List benefits of job advancement
9.6.1.4 Evaluate factors involved when assuming a new position within or outside an occupation/organization

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COMPETENCY 9.6.2: Exhibit characteristics needed for advancement

COMPETENCY BUILDERS:

9.6.2.1 Display a positive attitude
9.6.2.2 Demonstrate knowledge of a position
9.6.2.3 Perform quality work
9.6.2.4 Adapt to changing situations and technology
9.6.2.5 Demonstrate capability for different positions
9.6.2.6 Participate in continuing education/training programs
9.6.2.7 Respect, accept, and work with ALL individuals in the workplace

UNIT 9: Employability Skills

SUBUNIT 9.7: Technology in the Workplace

COMPETENCY 9.7.1: Assess the impact of technology in the workplace

COMPETENCY BUILDERS:

9.7.1.1 Cite how past business/industry practices have influenced present business/industry processes
9.7.1.2 Investigate the use of technology in the workplace
9.7.1.3 Analyze how present skills can be applied to learning new technologies

COMPETENCY 9.7.2: Use a variety of technological applications

COMPETENCY BUILDERS:

9.7.2.1 Explore basic mathematical, scientific, computer, and technological principles
9.7.2.2 Use technology to accomplish assigned tasks
9.7.2.3 Create solutions to problems using technical means

UNIT 9: Employability Skills

SUBUNIT 9.8: Lifelong Learning

COMPETENCY 9.8.1: Apply lifelong learning to individual situations

COMPETENCY BUILDERS:

9.8.1.1 Define lifelong learning
9.8.1.2 Identify factors that cause the need for lifelong learning

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COMPETENCY 9.8.2: Adapt to change

COMPETENCY BUILDERS:

9.8.2.1 Analyze the effects of change
9.8.2.2 Identify reasons why goals change
9.8.2.3 Describe the importance of flexibility when reevaluating goals
9.8.2.4 Evaluate the need for continuing education/training

UNIT 9: Employability Skills

SUBUNIT 9.9: Economic Education

COMPETENCY 9.9.1: Analyze global enterprise systems

COMPETENCY BUILDERS:

9.9.1.1 Identify characteristics of various enterprise systems
9.9.1.2 Examine the relationship between competition, risk, and profit
9.9.1.3 Illustrate how supply and demand influence price

COMPETENCY 9.9.2: Evaluate personal money management

COMPETENCY BUILDERS:

9.9.2.1 Describe the need for personal management records
9.9.2.2 Identify methods of taxation
9.9.2.3 Analyze how credit affects financial security
9.9.2.4 Compare types and methods of investments
9.9.2.5 Prepare a personal budget
9.9.2.6 Be an informed and responsible consumer
9.9.2.7 Analyze the effects of advertising on the consumer

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UNIT 9: Employability Skills

SUBUNIT 9.10: Balancing Work and Family

COMPETENCY 9.10.1: Analyze the effects of family on work

COMPETENCY BUILDERS:

9.10.1.1 Recognize how family values, goals, and priorities are reflected in the workplace
9.10.1.2 Identify present and future family structures and responsibilities
9.10.1.3 Describe personal and family roles
9.10.1.4 Analyze concerns of working parent(s)
9.10.1.5 Examine how family responsibilities can conflict with work
9.10.1.6 Resolve family-related conflicts
9.10.1.7 Explain how to use support systems/community resources to help resolve family-related conflicts

COMPETENCY 9.10.2: Analyze the effects of work on family

COMPETENCY BUILDERS:

9.10.2.1 Identify responsibilities associated with paid and nonpaid work
9.10.2.2 Compare the advantages and disadvantages of multiple incomes
9.10.2.3 Examine how work can conflict with family responsibilities
9.10.2.4 Describe how work-related stress can affect families
9.10.2.5 Identify family support systems and resources

UNIT 9: Employability Skills

SUBUNIT 9.11: Citizenship in the Workplace

COMPETENCY 9.11.1: Exercise the rights and responsibilities of citizenship in the workplace

COMPETENCY BUILDERS:

9.11.1.1 Identify the basic rights and responsibilities of citizenship
9.11.1.2 Examine the history and contributions of all racial, ethnic, and cultural groups

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COMPETENCY 9.11.2: Cooperate with others in the workplace

COMPETENCY BUILDERS:

9.11.2.1 Identify situations in which compromise is necessary
9.11.2.2 Examine how individuals from various backgrounds contribute to work-related situations
9.11.2.3 Demonstrate initiative to facilitate cooperation
9.11.2.4 Give and receive constructive criticism to enhance cooperation

UNIT 9: Employability Skills

SUBUNIT 9.12: Leadership

COMPETENCY 9.12.1: Evaluate leadership styles appropriate for the workplace

COMPETENCY BUILDERS:

9.12.1.1 Identify characteristics of effective leaders
9.12.1.2 Compare leadership styles
9.12.1.3 Demonstrate effective delegation skills
9.12.1.4 Identify opportunities to lead in the workplace

COMPETENCY 9.12.2: Demonstrate effective teamwork skills

COMPETENCY BUILDERS:

9.12.2.1 Identify the responsibilities of a valuable group member
9.12.2.2 Exhibit open-mindedness
9.12.2.3 Identify methods of involving each member of a team
9.12.2.4 Contribute to the efficiency and success of a group
9.12.2.5 Determine ways to motivate others

COMPETENCY 9.12.3: Utilize effective communication skills

COMPETENCY BUILDERS:

9.12.3.1 Demonstrate the importance of listening
9.12.3.2 Demonstrate assertive communication
9.12.3.3 Recognize the importance of verbal and nonverbal cues and messages
9.12.3.4 Analyze written material
9.12.3.5 Prepare written material
9.12.3.6 Give and receive feedback
9.12.3.7 Articulate thoughts
9.12.3.8 Use appropriate language

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UNIT 9: Employability Skills

SUBUNIT 9.13: Entrepreneurship

COMPETENCY 9.13.1: Evaluate the role of small business in the economy

COMPETENCY BUILDERS:

9.13.1.1 Identify the benefits of small business to a community
9.13.1.2 Analyze opportunities for small business in a community

COMPETENCY 9.13.2: Examine considerations of starting a business

COMPETENCY BUILDERS:

9.13.2.1 Research a business idea
9.13.2.2 Compare various ways to become a small business owner
9.13.2.3 Investigate factors to consider in financing a new business
9.13.2.4 Evaluate entrepreneurship as a career option

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